



DELAINE EASTIN
State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

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April 24, 2002

Dear District Superintendents and Advanced Placement Coordinators:

Advanced Placement Challenge Grant (APCG) Second-Year Final Expenditure Reports, Second-Year Performance Reports, and Third-Year Budgets

The purpose of this letter is to inform you of due dates for APCG Reports, and to provide the forms and resources to assist you in meeting the deadlines. Please note we are asking that the schools complete individual Expenditure Reports and the Budget Reports for each of the following, which are to be forwarded to the district office. A total summary report is then to be submitted by the District office with the individual reports attached.

1. The **First-Year Final Expenditure Report** and District Summary showing only funds from year one (State Fiscal Year 2000-2001) is due to the California Department of Education (CDE) by 5:00 p.m., **August 2, 2002**. Indicate on the First-Year Final Expenditure Report Form the amount expended from July 1, 2000-June 30, 2002.
2. The **Second-Year Final Expenditure Report** and District Summary is due **January 31, 2003**. This document should reflect actual expenses made from July 1, 2001 to December 31, 2002. When the second-year expenditure report has been received and approved, the district's remaining 2001-02 ten percent balance will be released.
3. The **Second-Year Performance Reports** and **Third-year APCG Budget and District Summaries** are due to the CDE by 5:00 p.m., **June 28, 2002**. The Performance Report must clearly indicate action and accomplishments funded by the Advanced Placement Challenge Grant. The Third-Year Budget must clearly delineate how third-year funds will be spent. NOTE: Third-year awards are \$15,000 per qualifying high school. For the third-year APCG budget requests, please be sure to use the approved 2002-03 Indirect Cost Rate approved for your district. The rates for 2002-03 are posted on the CDE's Web site at <http://www.cde.ca.gov/sfsdiv/financial/icr.htm>. I encourage you to begin planning the program's third year as accurately as possible so that we can approve the release of funds. After passage of the State budget, funds will be released to schools that have met the legislated performance criteria.

April 24, 2002

Page 2

To reduce the amount of staff time associated with budget revisions, I urge your staff to use the enclosed Indirect Cost Rate Worksheet. All forms included with this letter will also be available on the State's AP Challenge Grant Web site at www.cde.ca.gov/pr/ap. For additional APCG programmatic information, please contact Sallie Wilson, Education Programs Consultant, at (916) 323-5765 or swilson@cde.ca.gov. If you have fiscal questions or concerns, please contact Eva Schrepel, Program Analyst, at (916) 323-5146 or eschrepel@cde.ca.gov.

Sincerely,

Joanne Mendoza, Deputy Superintendent
Curriculum and Instructional Leadership Branch

JM:es

Enclosures:

- First-Year Final Expenditure Report
- District Summary for First-Year Final Expenditure Report
- Second-Year Final Expenditure Report
- District Summary for Second Year-Final Expenditure Report
- Second-Year Performance Report
- Third-Year Budget
- District Summary for Third-Year Budget
- Indirect Cost Worksheet